

EXPEDITED PERMITTING PROCESS FOOD ESTABLISHMENTS

The City wants to assist you in reopening your food establishment as quickly as possible, if not already open on a limited-service basis. *If your permit has <u>not expired</u>, and none of the conditions below apply, you may reopen with no additional inspections or permitting once restrictions are lifted*.

If your food establishment permit <u>has expired</u> while you have been closed or operating on a limited-service basis, you do not have to wait to renew. You may apply for your renewal now so you will be ready to go when the restrictions are lifted.

A permit or pre-approval <u>may</u> be required under the following circumstances:

- Menu additions/changes to food type or equipment;
 (A permit or inspection is <u>not</u> required for limiting or removing menu items)
- Changes to floor plan or to fixture plan;
 (A permit or inspection is <u>not</u> required where tables or chairs are moved/removed or where social distancing measures are placed such as line queuing, so long as the actions do not block fire exiting)
- Name or ownership changes.

If your food establishment permit <u>has expired</u> or will expire soon, you must renew your permit before reopening. Expiration date can be found on your permit placard or you may call us at the number below. The three-step non-contact application process is as follows:

- 1. Complete the food establishment permit application at the following link: https://www.friscotexas.gov/DocumentCenter/View/82/Food-Establishment-Health-Permit-Application-PDF and submit the application to us via email at health@friscotexas.gov.
- 2. Within one business day an email will be sent with instructions on how to submit payment through our new online portal: https://etrakit.friscotexas.gov/etrakit/. Be sure to have your permit number ready. If payment cannot be made at this time, due to the extraordinary circumstances, late fees will not be assessed; however, all permit fees must be paid no later than December 31, 2020.
- 3. An updated food establishment permit placard will be emailed to you.





NOTICE:

Social Distancing – Please be aware that as businesses are reopened, there may be ongoing social distancing and other requirements for your business type published in the near future.

Landlord/Tenant – We understand some businesses are dealing with tenant/landlord issues during this time. It is recommended that tenants communicate on a regular basis with their landlord. The City will not intervene in a private lease contract.